

# SANTHOSH RAMAJAYAM

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## CAREER STATEMENT:

Seeking a position to manage sales and marketing function of an organization and thereby contributing effectively for the growth.

## Professional summation

- ☞ Result oriented Marketing professional with **more than 5.5 years of experience** in **Marketing and procurement( Auto component industry and Tube Manufacturers)**
- ☞ Dexterous in **coordinating with cross functional divisions** within the organization including **Production and Finance team.**
- ☞ Skilled at handling customers whose **volumes and rates are high to assure continued** success in client satisfaction
- ☞ Expertise in managing activities such as **Sales planning, forecasting, demand fulfillment, production indent planning/scheduling, customer service and inventory management** for execution of high-value products
- ☞ Proven ability to setup systems and procedures for **making profitable income sources for the organization**
- ☞ Played a vital role in development and **implementation of marketing and contract administration instructions, policies and procedures**
- ☞ **Conversant with MS Office including spreadsheets, word processing, Engineering Tools (Auto CAD & Catia – V5) and Procurement software (ERP & SAP)**

## Core competencies

- ☞ Sales planning
- ☞ Customer management
- ☞ Capacity planning
- ☞ Payment collection
- ☞ Contract negotiation

## IT SKILL SET

- ☞ Operating Systems : Windows 95, 98, 2007.
- ☞ MS Office : MS Word, Excel, Power Point

## Work Experience

**Procurement Engineer,  
Hema Engineering Industries Limited, Hosur Jun 2015 to Aug 2016.**

### **Roles and Responsibilities:**

- ☞ Managed all activities for contract management that included floating of the enquiry, receipt of offers, evaluation of bids, along with recommendations for selection of vendors.
- ☞ Evaluated supplier capability to development of a dedicated supplier base for cost-effective procurement of material and equipment required for project execution.
- ☞ Accountable for procurement of all child parts and its associated parts which make up the muffler as per technical specifications.
- ☞ Interacted with suppliers to obtain progress reports, drawings and schedules, and evaluated supplier performance
- ☞ Conducted inspections and provided dispatch clearance for shipping of material
- ☞ Contract Negotiation with the supplier to bring the cost effective components and thereby futuring for the growth of the organization

**Sales and Marketing Asst Manager (Tube Division),  
Pennar Industries Limited, Hosur Aug 2016 to Present.**

### **Roles and Responsibilities:**

- ☞ Collection of the company products, getting the market values for the product and thereby making good profit negotiation with the customer regarding the sale of the product.
- ☞ Added value to the organization by increasing the volume of sales from the existing customers and managed a good relationship with the customers.
- ☞ Sourcing new customer so as to increase the existing sale.
- ☞ Regular follow up of the payment from the customers so as to make the outstanding between customers as per the agreed terms and conditions.
- ☞ Co-ordinating with the internal cross functional in case of any quality issues.
- ☞ Maintaining Inventory control in warehouse so that it will be easy for us to make the customer satisfaction level a better one.
- ☞ Effective Leadership and working towards the commitment given to the customers and thereby ensuring on time delivery
- ☞ Tracking of Logistics so as to ensure to material at right time.

## Academia

- ➔ B.E in Mechanical Engineering , Anna University (Jayalakshmi Institute of Technology – May 2015,CGPA @ 7.1)
- ➔ H.S.C., Adhiyaman Govt Boys Higher Secondary School, June 2011(Percentage 67% )
- ➔ S.S.C., Sacred Heart Higher Secondary School, June 2009(Percentage 50% )

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## Personal Dossiers

**Date of Birth** : 22<sup>nd</sup> Dec, 1993  
**Languages** : Hindi, English & Tamil  
**Father's Name :** M.Ramajayam (Late)  
**Marital Status** : Married  
**Address** : 3/507 M , Ranga Nagar,  
Erikarai Road ,  
Pidamaneri  
Dharmapuri- 636 701  
Tamil Nadu.

## Declaration

I hereby assure that the above information is true and I will prove to be worthy of your confidence and satisfaction.

Place : Hosur

Yours faithfully,

Date :

(SANTHOSH RAMAJAYAM)